

CHAPTER FISCAL REPORT

Statement of Receipts and Disbursements and Cash Balance for the Year Ending December 31, 2012

**NOTE: We have no choice but to deactivate any chapter that fails to file their forms with the AAAA National Office by
March 31, 2013**

1) For the year ending December 31, 2012, the following financial information applies to the _____
Chapter of the Army Aviation Association of America (AAAA), Inc.

2) **Starting Balance** as of January 1, 2012 (must agree with December 31, 2011 Balance) "A" \$ _____

3) **Plus: RECEIPTS**
Receipts Received from the AAAA National Office \$ _____

Other Receipts (See Section I disclosure requirements)

_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL "B" \$ _____

4) **Less: Disbursements** (See Section I disclosure requirements)

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL DISBURSEMENTS "C" \$ _____

5) **Ending Balance** as at December 31, 2012. (A+B-C) \$ _____

6) _____
President's Signature Treasurer's Signature

President's Name Typed

Treasurer's Name Typed

Date: _____

Phone: _____

E-mail: _____

SUSPENSE: MARCH 31, 2013

DISTRIBUTION: One copy to AAAA National Office at 593 Main Street, Monroe, CT 06468
One copy to be retained by the Chapter

Annual Chapter Compliance Certification 2012

To insure that the chapter has good controls over funds and that the Form 990 is prepared properly, an officer of the Chapter is required to perform the following procedures during the year and to indicate compliance by checking off that the procedure has been performed. All Chapters must return this form to the AAAA National Office by March 31, 2013.

I, _____, of the _____ Chapter hereby certify that the below procedures were followed during the year ended December 31, 2011.

- The cash balance at January 1, 2011, and the 2012 Annual Chapter Fiscal Report are the same as the cash balance as it appears on the 2011 Chapter Fiscal Report.
- The Chapter bank accounts are reconciled Monthly, and the balance of the bank accounts agreed with the total cash balance as it appears on the Chapter Fiscal Report.
- All bank reconciliations were reviewed by an Officer who did not perform the bank reconciliations.
- The Chapter has a detailed listing of all contributions, the total of which is reflected on the Chapter Fiscal Report attached.
- The Chapter acknowledged in writing to the donors any contributions in excess of \$250 indicating that the Member's contribution was not deductible for income tax purposes.
- The Chapter has a detailed listing of all funds received for each fund-raising, social or other events, the total of which are reflected on the 2011 Chapter Fiscal Report attached.
- The Chapter has a detailed listing of all disbursements, the total of which for each category are reflected on the Chapter Fiscal Report attached.
- All Chapter disbursements/expenses over \$250 were supported by an invoice or other forms of documentation.

Signed: _____ Date: _____

Title: _____ Phone: _____

Email: _____